



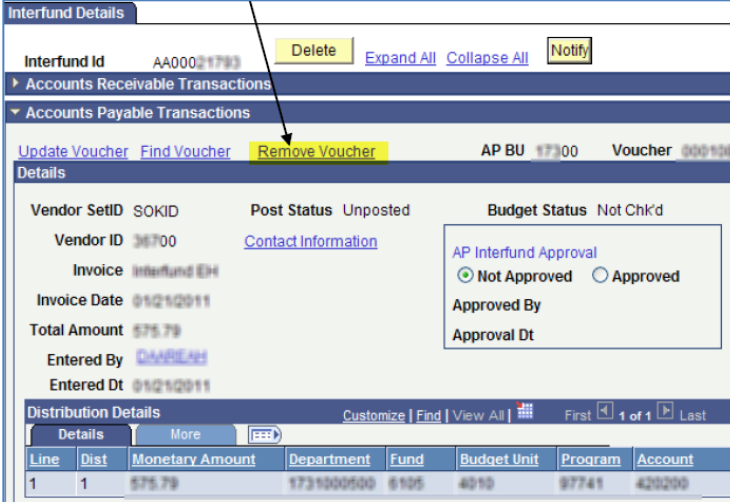
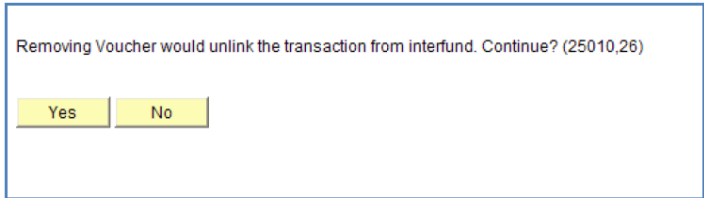
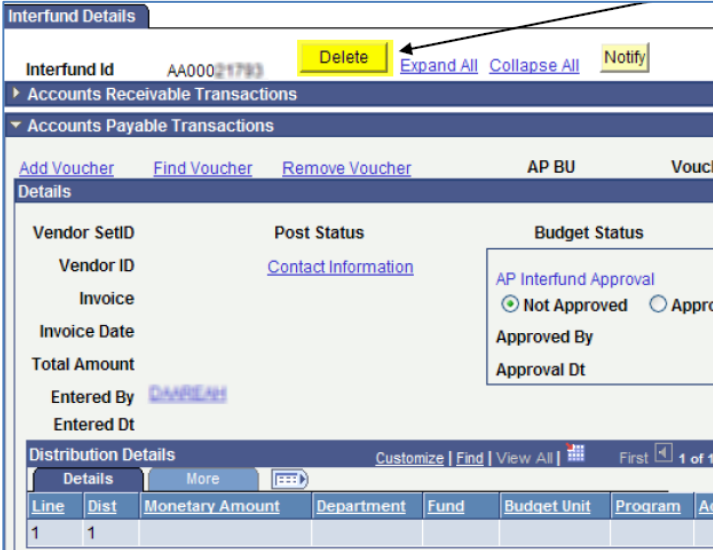
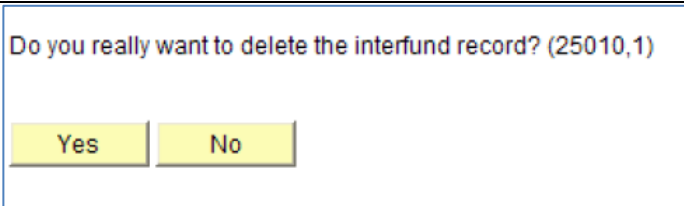
State of Kansas

Deleting an Interfund Voucher

Statewide Management, Accounting and Reporting Tool

Date Created:	11/15/2013
Version:	1.0
<u>Deleting an Interfund Voucher</u>	<p>This job aid will assist agencies in deleting interfund vouchers.</p> <p>Removing a voucher from an interfund and deleting the voucher (or attaching the voucher to another interfund) must occur before the next hourly batch occurs or it will automatically generate a new interfund.</p> <p>The voucher can be removed and deleted if there is a deposit associated as long as both sides of the interfund are not approved. Once both sides of the interfund are approved, neither side can be edited.</p> <p>Roles that can delete an interfund voucher are: KAP_INTERFUND_APPROVER and KAP_AGY_MAINTAINER.</p> <p>*If the Interfund was not approved, you only need the following roles: KAP_INTERFUND_PROCESSOR and KAP_AGY_MAINTAINER.</p>

<div>1.</div>	<div><div>Navigate to Accounts Payable > Interfund Details</div><div>Enter AP Business Unit and Voucher ID and Search.</div></div>	<div><div>Interfund Details</div><div>Enter any information you have and click Search. Leave f</div><div><div>Find an Existing Value</div><div>Add a New Value</div></div><div>Use Saved Search: <div></div></div><div><div>Interfund Id:</div><div>begins with</div><div></div></div><div><div>Creation Date:</div><div>=</div><div></div></div><div><div>Deposit Unit:</div><div>begins with</div><div></div></div><div><div>Deposit ID:</div><div>begins with</div><div></div></div><div><div>Customer ID:</div><div>begins with</div><div></div></div><div><div>Deposit Approval Status:</div><div>=</div><div></div></div><div><div>Deposit Total:</div><div>=</div><div></div></div><div><div>AP Business Unit:</div><div>begins with</div><div>17300</div></div><div><div>Voucher ID:</div><div>begins with</div><div>0001</div></div><div><div>Vendor ID:</div><div>begins with</div><div></div></div><div><div>AP Approval Status:</div><div>=</div><div></div></div><div><div>Voucher Total:</div><div>=</div><div></div></div><div><div>Search</div><div>Clear</div><div>Basic Search</div><div>Save Search</div></div></div> <tr><td><div>2.</div></td><td><div>If the voucher is 'Approved', change to 'Not Approved' and Save.</div></td><td><div><div>Interfund Details</div><div><div>Interfund Id</div><div>AA00021793</div><div>Delete</div><div>Expand All</div><div>Collapse All</div><div>Notify</div></div><div><div>Accounts Receivable Transactions</div></div><div><div>Accounts Payable Transactions</div></div><div><div>Update Voucher</div><div>Find Voucher</div><div>Remove Voucher</div><div>AP BU</div><div>17300</div><div>Voucher</div><div>0001</div></div><div><div>Details</div></div><div><div><div>Vendor SetID</div><div>SOKID</div></div><div><div>Post Status</div><div>Unposted</div></div><div><div>Budget Status</div><div>Not Chk'd</div></div></div><div><div><div>Vendor ID</div><div>36700</div></div><div><div>Contact Information</div></div></div><div><div><div>Invoice</div><div>Interfund EH</div></div></div><div><div><div>Invoice 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3.	Click the 'Remove Voucher' Link.	 <p>The screenshot shows the 'Interfund Details' page for Interfund ID AA00021793. It includes sections for 'Accounts Receivable Transactions', 'Accounts Payable Transactions', and 'Details'. The 'Details' section shows Vendor SetID SOKID, Vendor ID 36700, Invoice Interfund EH, Invoice Date 01/21/2011, Total Amount 575.79, Entered By GAVRIELAH, and Entered Dt 01/21/2011. There is also a 'Budget Status' section with 'AP Interfund Approval' set to 'Not Approved'. At the bottom, there is a 'Distribution Details' table with one line item.</p>
4.	Click 'Yes'.	 <p>The dialog box contains the text: "Removing Voucher would unlink the transaction from interfund. Continue? (25010,26)". Below the text are two buttons: "Yes" and "No".</p>
5.	To delete the interfund, click the 'Delete' button.	 <p>The screenshot shows the 'Interfund Details' page for Interfund ID AA00021793. It includes sections for 'Accounts Receivable Transactions', 'Accounts Payable Transactions', and 'Details'. The 'Details' section shows Vendor SetID, Vendor ID, Invoice, Invoice Date, Total Amount, Entered By, and Entered Dt. There is also a 'Budget Status' section with 'AP Interfund Approval' set to 'Not Approved'. At the bottom, there is a 'Distribution Details' table with one line item.</p>
6.	Click 'Yes' then Save.	 <p>The dialog box contains the text: "Do you really want to delete the interfund record? (25010,1)". Below the text are two buttons: "Yes" and "No".</p>

7.	<p>To delete the voucher, navigate to Accounts Payable > Vouchers > Add/Update > Delete Voucher.</p> <p>Enter Business Unit and Voucher ID then Search.</p> <p>Note: The voucher must be un-matched in order to delete. Service Desk Solution 574 explains how to un-match a voucher.</p>	<div><h3>Voucher Delete</h3><p>Enter any information you have and click Search. Leave fields blank for</p><div>Find an Existing Value</div><div><div>Business Unit:<div>=</div><div>17300</div></div><div>Voucher ID:<div>begins with</div><div>TEST</div></div><div>Entry Status:<div>=</div><div></div></div><div>Invoice Number:<div>begins with</div><div></div></div><div>Short Vendor Name:<div>begins with</div><div></div></div><div>Vendor ID:<div>begins with</div><div></div></div><div>Name 1:<div>begins with</div><div></div></div><div><input type="checkbox"/> Case Sensitive</div><div><div>Search</div><div>Clear</div><div>Basic Search</div><div></div><div>Save Search Criteria</div></div></div></div>
8.	<p>Click the 'Delete' button.</p>	<div><div>Delete Voucher</div><div>Voucher Details</div><div>Business Unit: 17300 Voucher: TEST</div><div>Vendor</div><div>Vendor: 17300 DEPARTMENT OF ADMINISTRATION</div><div>ShortName: DOA-001</div><div>Voucher Information</div><div><div>Invoice: TESTSDG</div><div>Date: 11/12/2013</div><div>Gross Amount: 10.00 USD</div><div>Related Voucher</div><div>Origin: I</div><div>Group:</div><div>Header Budget Status: Not Chkd</div><div>Non-Prorated Budget Status: Valid</div><div>Entry Status: Postable</div></div><div><div>Delete</div></div></div>
9.	<p>Click 'OK' on the warning message.</p>	<div><p>Warning -- Delete Confirmation (7030,12)</p><p>Press OK to delete the voucher. Press Cancel if you do not want to delete the voucher.</p><div><div>OK</div><div>Cancel</div></div></div>